

# Clerk to the Board/Administrative Assistant to the County Manager

**Dept: Administration**

**FLSA Status: Non-Exempt**

## **General Definition of Work**

Performs difficult skilled administrative support work serving as the Clerk to the Board of County Commissioners, providing assistance to the County Manager, preparing and maintaining official records and files, ensuring proper procedures are followed, providing administrative support to county administrators and staff, and related work as apparent or assigned. Work is performed under the general direction of the County Manager. Continuous oversight is exercised over the Administrative Assistant/Deputy Clerk to the Board.

## **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## **Essential Functions**

- Attends Board meetings, other related meetings as required and takes official meeting minutes for regular and closed sessions; maintains official Board of Commissioners meeting book and official records.
- Prepares Board meeting agendas and packets and special meeting and public hearing notices.
- Processes correspondence to commissioners; performs research and prepares reports as requested; reviews correspondence prepared by the County Manager.
- Assists with citizen requests and/or complaints via telephone, email and walk in visitors; provides information on Board actions as requested or required.
- Maintains and drafts County ordinances, policies and procedures for approval by the Manager or Board.
- Maintains official book of records and retention schedules for county departments.
- Arranges meeting rooms, supplies and equipment.
- Acts as a notary public, prepares and administers oaths.
- Handles travel arrangements for the Board and County Manager.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

## **Knowledge, Skills and Abilities**

Thorough knowledge of the functions and organization of county government; thorough knowledge of state and local laws concerning county administration terms, powers, regulations, public records, etc.; thorough knowledge of the County's ordinances, policies and procedures; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of standard office procedures, practices and equipment; ability to establish and maintain confidentiality; ability to communicate ideas effectively, both orally and in writing; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to research and prepare reports; ability to establish and maintain effective working relationships with appointed and elected County officials, associates and the general public.

## **Education and Experience**

Associates/Technical degree with coursework in Public Administration, English, or related field and one to three years experience working as an administrative assistant with increasing responsibilities, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

## Special Requirements

- North Carolina Notary Public.
- Clerks Academy course at the University of North Carolina School of Government preferred.

## Competencies

**Leading with Integrity:** Exhibits ethical and moral behavior in everyday business conduct; Earns trust of others by; disclosing information and admitting mistakes; Recognizes and resolves ethical questions; Ensures organizational ethics are widely understood; Encourages open discussion of ethical issues; Creates an environment that rewards ethical behavior

**Negotiation Skills:** Clarifies interests and positions of all parties; Adjusts tactics to achieve desired results; Manages conflict, manipulation, and strong emotions; Develops alternative options for mutual gain; Builds consensus through give and take

**Managing Customer Focus:** Promotes customer focus; Establishes customer service standards; Provides training in customer service delivery; Monitors customer satisfaction; Develops new approaches to meeting customer needs

**Quality Management:** Fosters quality focus in others; Sets clear quality requirements; Measures key outcomes; Solicits and applies customer feedback; Improves processes, products, and services

**Team Leadership:** Fosters team cooperation; Defines team roles and responsibilities; Supports group problem solving; Ensures progress toward goals; Acknowledges team accomplishments

**Change Management:** Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results

**Managing People:** Defines responsibilities and expectations; Includes subordinates in planning; Takes responsibility for subordinates' activities; Makes self available to subordinates; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Sets goals and objectives; Motivates for increased results; Recognizes contributions of others

## Clerk to the Board/Administrative Assistant to the County Manager

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

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Employee Name (Printed)

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Employee Signature

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Manager Name (Printed)

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Manager Signature

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Date